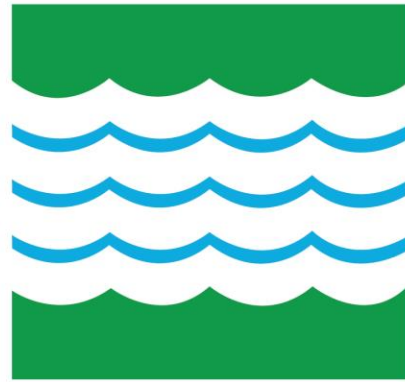


Analysis & Recommendations



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

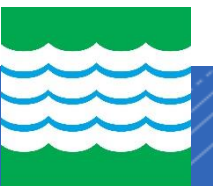
April 13, 2026

Steering Committee
– Classification Specifications

OVERVIEW



- SBCCOG is presenting recommendations for new and revised position descriptions to meet current and future program needs
- Recommendations serve as a framework and do not:
 - Allow or require automatic promotions or salary increases
 - Increase the number of staff



OVERVIEW



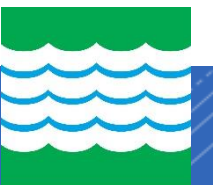
Contracted with CPS HR Consulting Services (CPS) to conduct an agency-wide classification study that:

- Helps ensure that incumbents are properly classified
- Updates classification specifications
- Evaluates salary ranges
- Reviews reporting relationships and the organization structure

Assessment included:

- Reviewing existing classification specifications
- Collecting position description questionnaires (PDQs) & holding desk audit interviews with employees
- Collecting management input

Note: The assessment did not review benefits.

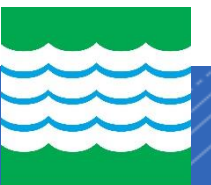


STAFF INPUT

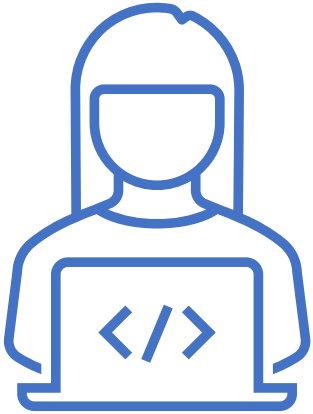


Staff Input Incorporated

- Staff Orientation to discuss methodology and the study process. Staff was invited to ask questions and engage in dialogue with CPS HR
- Detailed Position Survey
- One-on-one desk audit interviews
- Staff was provided contact information for CPS HR consultants to provide any additional comments and documentation concerning the classifications
- CPS incorporated staff and management input into draft classifications and made recommendations on titles, reclassifications, and reporting relationships

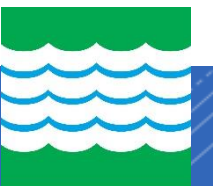


RECOMENDATIONS



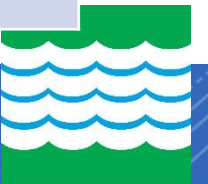
Classification Specifications

- Verify that they are legally defensible
- Review existing staff to help ensure that individuals were appropriately assigned within the recommended classification structure
- Update all existing position descriptions, and new positions were added to address current and mid-term future needs



Proposed Positions

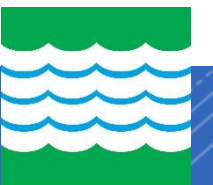
Current Positions	Recommend Position	Notes
Accountant	Remove	Remove
Administrative Assistant	Administrative Assistant	
Administrative Officer	Administrative Manager	Separated HR from Finance
	Finance Manager	
Analyst/Senior Analyst	Analyst/Senior Analyst	
N/A	Account Clerk	New Position
Deputy Executive Director	Deputy Executive Director	
Executive Director	Executive Director	
Finance Analyst	Finance Analyst	
Intern	Intern	
Project Assistant	Project Assistant	
Project Coordinator	Project Coordinator	
N/A	Senior Project Coordinator	New Position
Project Manager	Project Manager	
Sr. Project Manager	Sr. Project Manager	
Program Manager	Department Manager	Revised title
Sr. Program Manager	Department Director	Revised title



Classification Specifications

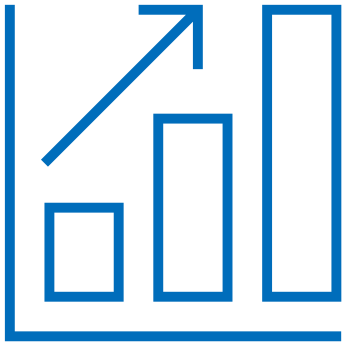
Summary of Notable Revisions

- **Program Manager** and **Sr. Program Manager** titles were changed to **Department Manager** and **Department Director** respectively to better describe the position and reduce confusion between positions with similar titles
- **Administrative Officer** position was separated into two separate functions: 1) **Administrative Manager** and 2) **Finance Manager** to address growing needs and complexity of the organization.
- **Account Clerk** position was added to support increased finance function
- **Accountant** position was removed and responsibilities were separated between other finance positions
- **Senior Project Coordinator** position was added to address growing mid-level responsibilities



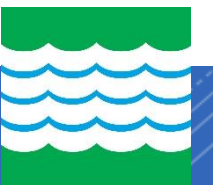
SALARY SCHEDULE

A little bit about what to expect regarding salary schedule



Salary Schedule

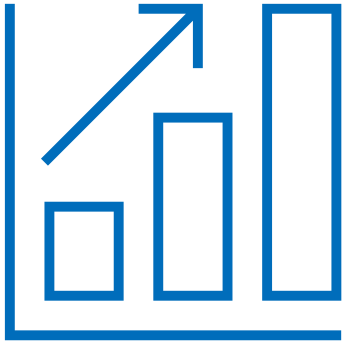
- Compliance with State law
- Whole job analysis methodology – analyzes the job as a “whole”, rather than individual factors, by evaluating the core duties & responsibilities, the nature & level of the work, and minimum qualifications
- 9 agencies included in the comparison analysis
- Recommends new salary ranges go into effect in the FY 2026-27 budget
- Revised salary schedule is not an approval of any individual salary increase



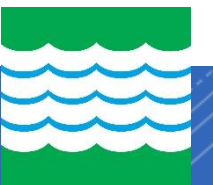
SALARY SCHEDULE

Labor Market Comparison –

The following agencies were included in the comparison



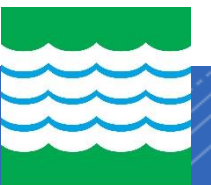
- City of El Segundo
- City of Gardena
- City of Lomita
- City of Rolling Hills Estates
- Gateway City Council of Governments
- Los Angeles County
- San Gabriel Valley Cities Council of Governments
- Southern California Association of Governments
- Western Riverside Cities Council of Governments



Next Steps



- **April** – Board approves Classifications
- **May** – Salary Ranges & Budget
 - Draft Salary Ranges are presented to Steering Committee
 - Draft Budget presentation and discussion with proposed Salary Ranges with Steering Committee comments incorporated
 - Board reviews & approves Salary Ranges
- **June** – Budget
 - Board recommendations are incorporated into proposed budget & presented at Steering Committee
 - Final draft budget is presented for approval at Board meeting



Questions



THANK YOU!
